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MARINE CORPS BULLETIN 10110

From: Commandant of the Marine Corps
To: Distribution List

Subj: MAJOR GENERAL W.P.T. HILL MEMORIAL AWARD FOR FOOD
SERVICE EXCELLENCE

Encl: (1) Active Field Mess and Garrison Mess Hall Rules and Procedures
(2) CONUS Regional Technical Review Group Rules and Procedures
(3) Reserve Field Mess Rules and Procedures
(4) Garrison Mess Hall Evaluation Record
(5) Field Feeding Evaluation Record

1. Purpose. To announce the FY 2008 Major General W. P. T. Hill Memorial Awards Program and to provide nomination and evaluation procedures.

2. Information.

a. The Hill Memorial Awards Program for Food Service Excellence is a means to recognize those Marine Corps mess halls that are outstanding in the preparation and service of food, superior in service to the customer, and effectively manage per governing directives.

b. The Hill Memorial Awards Program is co-sponsored by the Commandant of the Marine Corps and the National Restaurant Association (NRA), a food service professional organization comprised of distinguished industry executives.

c. Presentation of the awards will be held at the NRA conference 20 May to 23 May 2008 in Chicago, Illinois.

DISTRIBUTION STATEMENT A: Approved for public release;
Distribution is limited.

3. Action. Active force commanders shall submit nominations for the best field mess and the best garrison mess halls to the Commandant of the Marine Corps (LFS-4) per enclosures (1) and (2). Reserve force commanders shall submit nominations for the best reserve field mess to the Commanding General, Marine Forces Reserve (MARFORRES) per enclosure (3). Enclosures (4) and (5) will be used to evaluate garrison mess halls and field messes.

4. Reserve applicability. This Bulletin is applicable to the Marine Corps Reserve.



R. S. KRAMLICH
Deputy Commandant
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ACTIVE FIELD MESS AND GARRISON MESS HALL RULES AND PROCEDURES

1. Eligibility. Every Marine Corps garrison mess hall/field mess is eligible for consideration.

2. Procedures. Awards shall be made annually to the best garrison mess halls and field mess in the following categories:

- a. Best military/contractor operated garrison mess hall.
- b. Best full food service garrison mess hall (all contractor operation).
- c. Best field mess (field food service operation which is an organic element of and provides food service to Operating Forces in the field). Only T/E food service equipment and Unitized Group Ration "B" with "A" Ration enhancement items shall be used.

3. Nominations.

a. The following commands shall submit nominations to the Commandant of the Marine Corps (CMC) (LFS-4) for those mess halls/field messes within the command/region, which, in the activity or force commanders' judgment, have the most outstanding food service operation. Commanders are to specify the category; i.e., military/contractor operated garrison mess hall, field mess or best full food service garrison mess hall. The Commander, U.S. Marine Forces Pacific is authorized two nominations in the field mess category due to the organizational structure of Marine Forces Pacific. The Commanders, Marine Corps Installations West and Marine Corps Installations East are authorized two nominations each in the full food service garrison mess hall category due to the quantity of full food service mess halls within the scope of their regions. All other activities/commands are authorized one nomination in the appropriate categories as indicated below.

- b. Commander, U.S. Marine Corps Forces Pacific, Camp H. M. Smith, Hawaii. 1/
- c. Commander, U.S. Marine Corps Forces Atlantic, Norfolk, Virginia. 1/
- d. Commander, U.S. Marine Corps Forces Korea, Yongsan, Korea. 1/

Enclosure (1)

- e. Commander, Marine Corps Installations West (includes mess halls within the scope of the West Coast Regional Food Service Contract). 2/3/
- f. Commanding General, Marine Corps Base Camp S.D. Butler (includes MCAS, Futenma; Camp Fuji; 3d MLG; and 3d MarDiv). 2/
- g. Commander, Marine Corps Installations East (includes mess halls within the scope of the East Coast Regional Food service Contract). 2/3/
- h. Commanding General, Marine Corps Base Hawaii, Kaneohe Bay, Hawaii. 2/
- i. Commanding Officer, Marine Corps Air Station Iwakuni, Japan. 2/

NOTE: 1/ Best field mess

2/ Best military/contractor operated garrison mess hall.

3/ Best full food service garrison mess hall.

4. Evaluation Procedures and Timetable. The evaluation process for determining annual Hill Memorial Award winners in all categories is as follows:

a. Phase I.

(1) Best Field Mess. From 1 June 2007 through 15 August 2007, Operating Forces commanders will establish procedures for determining the best field mess within their commands.

(2) CONUS Garrison Mess Halls. From 1 June 2007 through 13 July 2007, cognizant commanders will select the most outstanding garrison mess hall within their activity using the existing evaluation procedures. Nominations will be submitted to the Commanders of Marine Corps Installations East and Marine Corps Installations West, who maintain regional oversight of the Regional Garrison Food Service Contract, by 27 July 2007. A regional technical group will submit two nominations for the best full food service garrison mess hall category and one nomination for the best military/contractor operated garrison mess hall category to represent the East and West coasts (enclosure (2)).

Enclosure (1)

(3) OCONUS Garrison Mess Halls. From 1 June 2007 through 15 August 2007, cognizant commanders will select the most outstanding garrison mess hall within their activities using the existing evaluation procedures.

b. Phase II. Marine Forces Commanders will submit nominations to CMC (LFS-4) no later than 31 August 2007. Nominee packages will include the following:

(1) Four photographs of the mess hall and two photographs of the mess hall personnel (in color, 8 by 10 inches).

(2) A brief history (no longer than one paragraph) on the garrison mess hall/field mess.

(3) Name, rank, and phone number of the commanding general/officer, installation food service officer/representative, mess hall manager and the senior military representative (applicable to the CONUS Management and Mess Attendant Mess Halls only).

c. Phase III. From October through November 2007, the Hill Memorial Awards Evaluation team will visit nominated commands. Evaluation schedule and dates will be published via separate cover.

d. Phase IV. The Hill Memorial Awards Evaluation Team will determine the mess hall standing in each competitive category. All decisions of the team will remain strictly confidential until officially released by the CMC.

Enclosure (1)

CONUS REGIONAL TECHNICAL REVIEW GROUP RULES AND PROCEDURES

1. Eligibility. Every CONUS Marine Corps garrison mess hall is eligible for consideration.
2. Nominations. The following commands shall submit nominations to the Commanders MCI West and MCI East by 27 July 2007.

a. West Coast nominations shall be submitted to the Commander, Marine Corps Installations West from the following commands:

(1) Commanding Officer, Marine Corps Base Camp Pendleton, California (includes Marine Corps Air Station Camp Pendleton and Weapons Training Battalion). 2/3/

(2) Commanding General, Marine Corps Recruit Depot, Western Recruiting Region, San Diego, California. 3/

(3) Commanding General, Marine Corps Air Ground Combat Center Twenty-nine Palms, California (includes Marine Corps Mountain Warfare Training Center, Bridgeport). 2/3/

(4) Commanding Officer, Marine Corps Air Station, Yuma, California. 2/

(5) Commanding Officer, Marine Corps Air Station, Miramar, California. 2/

b. East Coast Nominations shall be submitted to the Commander, Marine Corps Installations East from the following commands:

(1) Commanding Officer, Marine Corps Base Camp Lejeune, North Carolina (includes MCAS New River). 2/3/

(2) Commanding Officer, Marine Corps Base Quantico, Virginia. 3/

(3) Commanding General, Marine Corps Recruit Depot, Eastern Recruiting Region, Parris Island, South Carolina. 3/

(4) Commanding Officer, Marine Corps Air Station, Beaufort, South Carolina. 2/

(5) Commanding Officer, Marine Corps Air Station, Cherry Point, North Carolina. 2/

Enclosure (2)

(6) Commanding Officer, Marine Barracks, 8th & I Streets SE, Washington, DC. 3/

(7) Commanding Officer, HqBn, Headquarters Marine Corps, Henderson Hall, Arlington, Virginia. 3/

(8) Commanding Officer, Marine Corps Security Force Battalion, Norfolk, Virginia. 3/

3. Evaluation Procedures. An east and west coast regional technical review group will review nominations and select two garrison mess halls to represent each region in the best full food service garrison mess hall category and one military/contractor operated garrison mess hall category. HQMC will fund two representatives to attend the review group on each coast. Funding for other group representatives travel is a command responsibility. Attendance of all members is not mandatory for the technical review group to convene the group.

a. Regional Technical Review Board:

(1) Food Service Officer, I MEF and II MEF will serve as the chairpersons.

(2) Food Service Officer, Marine Corps Bases Camp Lejeune and Camp Pendleton.

(3) Food Service Officer, Technician, West and East Coast commands.

(4) Food Management Team OIC or SNCOIC, East and West Coast Food Management Teams. A Food Team representative cannot serve as a group member if assigned to the Hill Awards Evaluation Team.

(5) Regional Contracting Officer Representative, East and West Coast.

(6) Contractor Representative, East and West Coast.

b. Nomination Content:

(1) Preventative Medicine Unit Inspections for the period of 1 January 2007 through 30 June 2007.

(2) The most recent Food Management Team evaluation report.

Enclosure (2)

(3) Technical Inspection Reports for the period of 1 January 2007 through 30 June 2007.

(4) Regional Contracting Officer Representative's synopsis of contractor performance, to include customer comments/complaints information, for the period of 1 January 2007 through 30 June 2007.

(5) Four photographs of the mess hall and two photographs of the mess hall personnel (in color, 8 by 10 inches).

(6) A brief history (no longer than one paragraph) on the garrison mess hall.

(7) Name, rank, and phone number of the commanding general/officer, installation food service officer/representative, mess hall manager and senior military representative (applicable to the CONUS Management and Mess Attendant Mess Halls only).

c. Command mess halls that have modified services from Management and Mess Attendant to Full Food Service can submit a nomination for category 3, vice category 2.

Note:

1/ Best field mess.

2/ Best military/contractor garrison mess hall.

3/ Best full food service garrison mess hall.

Enclosure (2)

RESERVE FIELD MESS RULES AND PROCEDURES

1. Eligibility. All Selected Marine Corps Reserve (SMCR) food service sections within the COMARFORRES are eligible to participate.
2. Procedures. Awards shall be made annually to the best Reserve field mess.
3. Nominations. The COMMARFORRES will establish procedures for determining the best field mess within their commands. The COMMARFORRES will be responsible for submitting the three nominations for final evaluation to the Commandant of the Marine Corps (CMC) (LFS-4).
4. Evaluation Procedures and Timetable. The evaluation of field messes for the purpose of determining the best Reserve field mess will progress as follows:
 - a. Phase I. During the period 1 June 2007 through 15 August 2007, COMMARFORRES will establish procedures for determining the three best Reserve field mess finalists.
 - b. Phase II. The (COMMARFORRES) will advise the CMC (LFS-4) of the three USMCR nominations no later than 31 August 2007. Nominee packages will include the following:
 - (1) Completed Field Feeding Evaluation Record. An evaluation record is provided in enclosure (4).
 - (2) Four photographs of the field mess and two photographs of the field mess personnel (in color, 8 by 10 inches).
 - (3) A brief history (no longer than one paragraph) on the field mess.
 - (4) Name, rank, and phone number of the commanding officer, mess officer, and mess manager.
 - c. Phase III. Beginning in October and ending in November 2007, a Hill Memorial Awards Evaluation Team will visit the three USMCR finalists. Dates will be coordinated with the COMMARFORRES. All funding associated with the final evaluation visit will be the responsibility of the USMCR.
 - d. Phase IV. The Hill Memorial Awards Reserve Evaluation Team will determine the winner. All decisions of the team will remain strictly confidential until officially released by the CMC.

Enclosure (3)

GARRISON MESS HALL EVALUATION RECORD

INSTALLATION:
ORGANIZATION:
MESS HALL NO.:

CATEGORY A: MANAGEMENT

(Functional Rating 1-5)	POINTS
(1) Conformance w/applicable orders (military managed) or	_____
(1) Conformance w/applicable orders and contract (contractor managed)	_____
(2) Proguide	_____
(3) Full Utilization of Manpower	_____
(4) Adequacy of Supervision	_____
(5) Response to Supervision	_____
(6) Attitude of Personnel	_____
(7) Ingenuity and Initiative of Personnel	_____

CATEGORY RATING _____

CATEGORY C: SANITATION

(Functional Rating 1-5)	
(1) Dishwashing/Potwashing Area	_____
(2) Refrigeration/Storeroom	_____
(3) Food Preparation Area	_____
(4) Dining Area	_____
(5) Refuse/Disposal Area	_____

CATEGORY RATING _____

CATEGORY E: FOOD ACCEPTABILITY

(Functional Rating 1-5)	
(1) Comment by Patrons	_____
(2) Palatability	_____
(3) Adequacy of Portion	_____
(4) Plate Waste	_____

CATEGORY RATING _____

CATEGORY B: FOOD PREPARATION

(Functional Rating 1-5)	POINTS
(1) Conformance w/Master Menu	_____
(2) Following Menu Scaled Recipes	_____
(3) Timely Preparation	_____
(4) Tempering Meats	_____
(5) Progressive Cooking	_____
(6) Salad Preparation	_____

CATEGORY RATING _____

CATEGORY D: SERVING TECHNIQUES

(Functional Rating 1-5)	
(1) Arrangement of Serving line	_____
(2) Food Attractively Displayed	_____
(3) Serving Temperatures	_____
(4) Uniformity of Servings	_____
(5) Courtesy of Server	_____

CATEGORY RATING _____

CATEGORY F: EFFECTIVENESS OF FOOD SERVICE TRAINING PROGRAM

(Functional Rating 1-5)	
(1) Training Requirements	_____

CATEGORY RATING _____

Enclosure (4)

CATEGORY G: CONSERVATION MEASURES

- (Functional Rating 1-5)
- (1) Produce Processing Methods _____
 - (2) Utilization of Leftovers _____
 - (3) Breakage/Replacement of Minor Property _____
 - (4) Storage/Utilization of Cleaning Supplies _____

CATEGORY RATING _____

CATEGORY I: PERSONAL HYGIENE

- (Functional Rating 1-5)
- (1) Sanitation Training Card _____
 - (2) Cook's and Server's Uniform _____
 - (3) Personal Work Habits _____
 - (4) Cleanliness and Appearance of Personnel _____
 - (5) Preemployment Medical Checkup _____

CATEGORY RATING _____

CATEGORY K: RECEIVING AND STORAGE

- (Functional Rating 1-5) **POINTS**
- (1) Correct Quantities Received _____
 - (2) Stock and Rotation _____
 - (3) Condition of Items _____
 - (4) Storage Practices _____
 - (5) Picklist*/Issuing Practices _____

CATEGORY RATING _____

CATEGORY H: EQUIPMENT

- (Functional Rating 1-5)
- (1) Operating Instructions Posted _____
 - (2) Proper Utilization _____
 - (3) First Echelon Maintenance _____
 - (4) Safety Instructions Posted _____
 - (5) Replacement Program _____

CATEGORY RATING _____

CATEGORY J: FACILITY IMPROVEMENT PROGRAM

- (Functional Rating 1-5)
- (1) Exterior Appearance _____
 - (2) Interior Appearance _____
 - (3) Dining Area Decor _____
 - (4) Upkeep and Repair _____
 - (5) Command Support _____

CATEGORY RATING _____

* Denotes MCFMIS program

EVALUATION INSTRUCTIONS

A. Scale to be used in rating by function within category.

SCALE

CATEGORY A-K

5 Points	Outstanding (maximum achievement)
4	Excellent (improvement possible)
3	Above Average (improvement desired)
2	Average (meets acceptable standards)
1	Below Standards (major improvement required)

Enclosure (4)

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B. Applicable directives/guidelines by category.

- | | |
|------------------|---|
| A. MCO P10110.14 | G. MCO P10110.43 |
| B. MCO P10110.42 | H. NAVSUP P486 |
| C. NAVMED P-5010 | I. NAVMED P5010, MCO P10110.14, MCFMIS Users Manual |
| D. MCO P10110.40 | J. MCFMIS USERS GUIDE |
| E. MCO P10110.17 | |
| F. MCO 1510.72 | |

1/ Professional judgment of the evaluator.

C. Evaluation totals: Enter point values by area and category below:

	<u>MAXIMUM</u>	<u>ASSIGNED</u>
A. Management	35	_____
B. Food Preparation	30	_____
C. Sanitation	25	_____
D. Serving Techniques	25	_____
E. Food Acceptability	20	_____
F. Effectiveness of Food Service Training Program	5	_____
G. Conservation Measures	20	_____
H. Equipment	25	_____
I. Personal Hygiene	25	_____
J. Receiving and Storage Procedures	25	_____
K. Facility Improvement Program	25	_____
		TOTAL
260	TOTAL _____	

Enclosure (4)

FIELD FEEDING EVALUATION RECORD

INSTALLATION:
 ORGANIZATION:
 COMMANDING OFFICER:
 FIELD MESS OFFICER:
 MESS CHIEF:

CATEGORY A: FIELD MESS SITE SELECTION/ SUPERVISION LAYOUT

(Functional Rating 1-5)	POINTS
(1) Camouflage and Physical Security	_____
(2) Accessibility	_____
(3) Traffic Flow	_____
(4) Protection from Elements	_____
(5) Functional Organization	_____

CATEGORY RATING _____

CATEGORY C: MANAGEMENT

(Functional Rating 1-5)	POINTS
(1) Conformance with MCO P10110.14	_____
(2) Recommended Publications on Hand	_____
(3) Unit Standard Operating Procedures	_____
(4) Subsistence Requisitioning Procedures	_____
(5) Preparation of Cooks Worksheet	_____
(6) Financial Control	_____

CATEGORY RATING _____

CATEGORY E: SANITATION

(Functional Rating 1-5)	POINTS
(1) Sanitation Training Cards	_____
(2) Annual Physical Examination	_____
(3) Food Handling Procedures	_____
(4) Hand Washing Facilities	_____
(5) Pot and Pan Washing Procedures	_____
(6) Grease Trap and Soakage Pit Construction	_____
(7) Pest Control	_____
(8) Refrigeration and Subsistence Storage Procedures	_____
(9) Personal Hygiene	_____
(10) Personal Work Habits	_____

CATEGORY RATING _____

CATEGORY B: OPERATIONS AND

(Functional Rating 1-5)	POINTS
(1) Knowledge of Operational Procedures	_____
(2) Operators' Knowledge of Equipment	_____
(3) Effective Use of Manpower	_____
(4) Adequacy of Supervision	_____
(5) Response to Supervision	_____

CATEGORY RATING _____

CATEGORY D: USE AND MAINTENANCE OF EQUIPMENT

(Functional Rating 1-5)	POINTS
(1) Appropriate Field Manuals, Technical Manuals, & Stock Lists Available	_____
(2) First Echelon Maintenance of Equipment	_____
(3) Conformance to Maintenance Management Procedures	_____
(4) Repair Parts Requisitioning Procedures	_____
(5) Condition of Marking of Embarkation Crates	_____
(6) Conformance to Safety Procedures	_____
(7) Complete Table of Equipment Allowance On Hand/On Requisition	_____

CATEGORY RATING _____

CATEGORY F: APPEARANCE/ATTITUDE OF FOOD SERVICE PERSONNEL

(Functional Rating 1-5)	POINTS
(1) Appearance of Personnel	_____
(2) Attitude of Personnel	_____
(3) Courtesy of Servers	_____
(4) Work Habits	_____

CATEGORY RATING _____

Enclosure (5)

CATEGORY G: RECEIPT AND STORAGE OF RATIONS

(Functional Rating 1-5)	POINTS
(1) Authorized Receiving Personnel	_____
(2) Quality and Quantity Inspections Conducted	_____
(3) Requisitioning and Use of Unitized "B" Rations	_____
(4) Requisitioning and Handling of Potable Ice	_____
(5) Transporting and Storage Procedures	_____

CATEGORY RATING _____

CATEGORY I: FOOD PREPARATION AND QUALITY

(Functional Rating 1-5)	
(1) Effective Menu Adjustment	_____
(2) Adherence to Cooks Work Sheet	_____
(3) Use of Appropriate Recipes/Recipe Conversion	_____
(4) Meats and Sauces	_____
(5) Starches and Vegetables	_____
(6) Salads and Dressings	_____
(7) Quick Breads and Pastries	_____
(8) Beverages	_____
(9) Proper Serving Temperatures	_____
(10) Food Palatability	_____

CATEGORY RATING _____

CATEGORY K: COMMAND SUPPORT

(Functional Rating 1-5)	
(1) Command Interest/Support	_____
(2) Material Support	_____
(3) Procurement Equipment	_____
(4) Manning Level	_____
(5) Recognition of Individuals	_____

CATEGORY RATING _____

CATEGORY H: PERSONNEL ACCOUNTING PROCEDURES

(Functional Rating 1-5)	POINTS
(1) Meal Card Procedures	_____
(2) Headcount Procedures Under Field Conditions	_____
(3) Cash Collections for Sale of Meals	_____
(4) Cash Security Procedures	_____
(5) Unit Payroll Deduction Procedures	_____

CATEGORY RATING _____

CATEGORY J: SERVING AND TROOP

(Functional Rating 1-5)	
(1) Adequacy of Meal Hours	_____
(2) Menu and Serving Components	_____
(3) Arrangement of Serving Line	_____
(4) Appropriate/Sufficient Serving Utensils On Hand/In Use	_____
(5) Eye Appeal and Garnishment	_____
(6) Portion Control and Plate Waste	_____
(7) Replenishment of Line	_____
(8) Soups/Beverage Use	_____
(9) Use of Vacuum Containers	_____
(10) Troop Acceptability (pro-con)	_____

CATEGORY RATING _____

EVALUATION INSTRUCTIONS

A. Scale to be used in rating by function within category.

SCALE
CATEGORY A-K

5 Points	Outstanding (maximum achievement)
4	Excellent (improvement possible)
3	Above Average (improvement desired)
2	Average (meets acceptable standards)
1	Below Standards (major improvement required)

B. Applicable directives/guidelines

- A. MCO P10110.14
- B. MCO P10110.25
- C. MCO P10110.42
- D. MCO P10110.43
- E. FM 10-23
- F. TM 5-4540-202-12&P
- G. TM 10 7360 204-13&p
- H. NAVMED P-5010

d. Evaluation totals: Enter point values by area and category below

	<u>MAXIMUM</u>	<u>ASSIGNED</u>
A. Field Mess Site Selection/Layout	25	_____
B. Operation and Supervision	25	_____
C. Management	30	_____
D. Use and Maintenance of Equipment	35	_____
E. Sanitation	50	_____
F. Appearance/Attitude of Food Service Personnel	20	_____
G. Receipt and Storage of Rations	25	_____
H. Personnel Accounting Procedures	25	_____
I. Food Preparation and Quality	50	_____
J. Serving and Troop Acceptability	50	_____
K. Command Support	25	_____
TOTAL	360	TOTAL _____

Enclosure (5)